

Notes about acronyms used:

Health Licensing Boards (HLB)

Minnesota Department of Health (MDH) also used was Department of Health (DOH)

Statement of Work (SOW)

Request for Proposals (RFP)

Office of Enterprise Technology (new identity: MN.IT Services)

Active Server Pages (ASP)

Visual Basic (VB)

It looks like the contractor is employed for a year, but total payment is only \$35,000. Please explain.

We expect this will be a part time schedule throughout the June 2013 to June 2014 period (see page 5 in the SOW). If the contractor prefers, individual boards and the project manager agree, it's possible to do some of the work full time, allowing for a varying work schedule from week to week (e.g., some weeks full time, others part time and maybe no work on certain weeks).

What is the duration of the project and maximum bill rate as the following is confusing:

"The total contract amount will not exceed \$35,000. The project should start in mid 2013. All the deliverables will be completed and accepted by the project manager by June 30, 2014."

Looks like the consultant is expected to work for one year with a max budget of \$35,000?

Yes, the maximum budget is \$35,000 (see page 2 in the SOW). The project will be part time from June 2013 to June 2014 (see page 5 in the SOW). If the contractor prefers, individual boards and the project manager agree, it's possible to do some of the work full time, allowing for a varying work schedule from week to week (e.g., some weeks full time, others part time and maybe no work on certain weeks).

Does administrative bypass functionality requested in project require modification to existing Administrative Pages?

Yes. The "to-be-enhanced Administrative Page" will be deployed to each Board. Designated staff from each Board will be able to use this "Administrative Page" to control the navigation between online renewal and the workforce survey.

If so, does the entire Administrative page then fall under the auspices of "accessible and tested as accessible" stated as vendor responsibility?

Yes.

Does “Resolution of any application interface and content pages to ensure fully accessible and tested for accessibility” include coding outside of that provided by vendor for this solution?

Only if the new coding by the vendor caused issues in another part of the site.

Does post production support for “any error related to this project” – include code outside that provided by vendor, that breaks compatibility/functions supplied by vendor if changes occur outside vendor control during the covered time of this project?

If vendor’s new code causes errors in previously existing code, the vendor will need to resolve.

Which version of .NET is the Online Renewals Application currently using?

.NET 2.0.

Option to upgrade if justified?

Yes.

Which version of ColdFusion is the Workforce Survey running?

ColdFusion is currently version 8.0.1

Option to upgrade if justified?

No option to upgrade, but there is no ColdFusion coding by the vendor, just help in testing that the ColdFusion pages, coded by MN.IT staff, are allowing users to proceed as expected.

Does MDH utilize source control software that code will need to be checked in to?

Yes, MDH and HLB do use source control.

Which?

MDH uses Subversion and HLB uses Microsoft Team Foundation Service.

Which bug tracking and change management software is in use?

MDH uses Jira and HLB uses Microsoft Team Foundation Service.

Regarding modifications to EACH Board's renewal pages:

Are all Online License Renewals run through the SAME application on MDH servers?

Health licensing boards' online applications are hosted by HLB. The application platform is the same for all Boards, the renewal contents are different from Board to Board.

Three board agencies use US Bank as payment processing, others are ???

US Bank is used by all the boards.

Payment processing interface?

US Bank's epayment service.

Proprietary, Third Party or Pass Through to outside vendor?

US Bank's epayment service is proprietary product, used by all MN state agencies for online payment.

If owned = Written in what language?

Not owned by MN.IT Services.

As a Proof of Concept is a required deliverable: Describe the implementation of endpoints currently between Online Renewal and Payment Processing.

Online renewal program passes required payer license information, payment amount, and State account code(s), to US Bank's epayment service. This function has been implemented and in production for 7 years.

List of support required for Payment Processors?

Not in the scope of this project, since US Bank is responsible to the online credit card payment.

US Bank used by three of six other use???

US Bank is used by all six boards.

What methods of verification does MDH use for 508 compliance?

Pages on the MDH and HLB sites use MN.IT Services guidelines via policy requirements. HLB, which is where the contractor programming will be applied, will follow these guidelines as well, but additional resources may be supplied:

http://mn.gov/oet/governance/for-agencies/accessibility/websites_applications.jsp#

Partial completion of Survey still triggers Online Renewal Application to allow deferred payment and completion as well as avoidance of survey?

Yes. That is what should occur. The contractor will only need to communicate in testing if the survey allowed them to move forward to epayment. If there are issues with the MDH survey, MN.IT staff will need to resolve those issues and then re-test pages with the contractor's help.

Is there a limit to partial 'submission attempts' allowed for Survey?

The survey, which resides on the MDH site, will allow for up to two (possibly three) submissions prior to being passed back to the HLB site. The contractor will only need to communicate in testing if the survey allowed them to move forward to epayment as expected. If there are issues with the MDH survey, MN.IT staff will need to resolve those issues and then re-test with the contractor's help.

Option to utilize checkbox rather than secondary button to over-ride submission and allow "bypass" partial submissions?

If the individual boards and the project manager agree, a checkbox rather than a button may be acceptable.

Is there a defined point at which the survey can no longer be taken or re-submitted?

The survey will allow for up to two (possibly three) submit attempts.

Are rules clearly defined for existing validation of survey data, or will contractor be required to provide validation?

Some validation rules may be clearly defined already and others may need to be provided. This will be detailed in the Proof of Concept, which is created by the selected contractor (see page 2 in the SOW).

What does DOH anticipate/expect as hourly workload per week?

Workload has a lot of flexibility as long as the project manager approves. The approval will be heavily based on individual boards' approval with their internal timelines. The work may vary from full time to part time if the contractor, impacted board, and project manager agree. Without approval, the work is expected to be part time (see page 5 in the SOW).

Is application actually written in Coldfusion or .Net (RFP seems to label differently)?

All online applications at HLB website are coded in ASP/VB.NET with Javascript. Coldfusion is used for the survey pages at MDH and that coding will be done by MN.IT Services.

What is DOH expectation for contractor proposal? How should it be presented? What should it contain?

Please see "Response Requirements," pages 7-8 in the SOW.

If hours are proposed that place the project's completion well before listed end date (June 30, 2014), is that acceptable?

That is possible but not guaranteed. Individual boards and the project manager need to approve an earlier timeline.

If actual work extends beyond \$30,000, will compensation to contractor be made?

Actual work should only extend up to \$35,000 (see page 2 in the SOW). If additional funding is needed, the project manager will need to first get approval from the sponsor.